# 4205

**SEPTEMBER 16, 2024 – REGULAR MEETING**

Tiffin City Council met for its second meeting of the month in accordance with Codified Ordinance Section 121.03. Council President Boyle opened the meeting at 7:00 p.m. The invocation was given, and the Pledge of Allegiance was recited.

**ROLL CALL:** Clerk of Council Ann Forrest recited roll call and seven councilmembers were present: Aaron Jones (1st Ward), Scott Hoernemann (2nd Ward), Kevin Roessner (3rd Ward), Dennis Snay (4th Ward), Cheyane Thacker (At Large), John Hays (At Large) and John Kahler (At Large). Also attending were Mayor Lee Wilkinson, Director of Law Zachary Fowler, City Administrator Nick Dutro, and Director of Finance Kathy Kaufman.

**MINUTES:** The September 3, 2024 Regular and Committee of the Whole meeting minutes were approved as written.

**COMMITTEE REPORTS:**

Councilmember Hayes reported that a Personnel & Labor Relations Committee meeting was held in City Chambers on September 9th, 2024. The purpose of this meeting was to discuss Mayor’s request for legislation #24-41 – Changes to Chapters 149 and 143. Attending were committee members John Hays, Cheyane Thacker, and John Kahler. Also attending were council members Scott Hoernemann, Aaron Jones, Kevin Roessner, and Dennis Snay; Mayor Lee Wilkinson, City Administrator Nick Dutro, and Fire Chief Rob Chappell. Councilman Hays called the meeting to order at 5:50 p.m. Chief Chappell explained the request for legislation is for updating hiring and promotional practices of the Fire Department. Chappell stated that these changes have been reviewed and are supported by City Administration, the Law Director, Firefighter Union, Police Chief, and the Civil Service Commission. The two main changes involve the entrance eligibility list and the entrance examination. One change will be to reduce the minimum job advertising from 30 days to 14 days, while also accepting applications year-round. Chappell also highlighted the changes to the initial certification level requirements with the goal of attracting new staff. Thacker motioned to have the law director prepare legislation to accept the changes outlined in the request. Kahler seconded. The motion carried on a vote of 3-0. Chappell requested the legislation be passed with an emergency for the hiring process changes to be in effect immediately. Thacker motioned to add an emergency clause to the legislation. Hays seconded and the motion carried on a vote of 3-0. With no other business, the meeting was adjourned at 6:16 p.m. Report respectfully submitted by John Hays, Chair.

Councilmember Thacker reported that a Streets, Sidewalks, and Sewers Committee meeting was held on September 9, 2024 at 5:15 P.M. in Council Chambers. Attending were committee members Cheyane Thacker, Aaron Jones, Scott Hoernemann, Kevin Roessner, and Dennis Snay, along with Mayor Lee Wilkinson, City Administrator Nick Dutro, City Engineer Matt Watson, Council Members John Kahler and John Hays, and Fire Chief Chappell. Attending from the public was Jami Fadley, resident and local business owner. Thacker called the meeting to order. The purpose of the meeting was to discuss Mayor’s Request for Legislation #24-40 regarding the 2025 Street Paving Program and any other business that may come before them. Watson updated the committee on the 2025 Pavement Repair Program Project. The annual review of the condition of streets within the City has produced a priority list of streets to be repaved. Those streets are attached hereto as EXHIBIT A. The 2025 Street Paving Program budget is $975,000.00. Roessner motioned to have the law director prepare the legislation. Snay seconded the motion. The motion passed 5-0. Watson informed the committee of other road projects happening in the city, including a Section of 224 in the city near SR 18 being repaved, and using Reclamite on the streets from the 2023 Pavement Repair Program Project for $60,000.00. Reclamite is a product that reactivates the binding process of roads and rejuvenates the asphalt. Roessner and Snay had questions about the product regarding how it works and if it makes the roads slick. Jones had questions about potholes. Watson answered the committee members’ questions. Hays had a question about paving of private property behind Westgate for the Hobby Lobby project. Dutro said he would bring up some of the parking lot issues with the group working on the project. Jami Fadley submitted a letter and map to the committee regarding the area around her business and Calvert High School and asked questions about the sidewalk area where her food truck is parked. The letter is attached as EXHIBIT B, and the map is attached as EXHIBIT C. Fadley has questions about where she parks her food truck and wanted to know if there was a way to work together to come up with a solution for her to be able to park on the sidewalk. Fadley also suggested changing the direction of the one way on Tiffin Street to the opposite direction. She thinks it will help the flow of traffic around her business and Calvert. Watson suggested that if a change were to happen on Tiffin Street that it be done quickly because it is likely to be paved

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next year. Dutro suggested that the Traffic Safety Committee would be a better fit for her questions instead of this

committee. With no further business the committee adjourned at 5:49 P.M. Respectfully submitted, Cheyane Thacker, Chairperson.

No additional Committee of the Whole was scheduled.

**REPORTS OF THE OFFICERS:**

**MAYOR LEE WILKINSON:**

Mayor Wilkinson reported that the annual Heritage Festival would being the end of the week with the proclamation and official opening of the School Days at Hedges-Boyer Park would be Friday, September 20th at 9:00 a.m. with the parade held downtown on Saturday at 10:00 a.m.

The Wall Street railroad crossing should be reopened later this week. He noted that this is a CSX railroad project, not a City of Tiffin project.

**CLERK OF COUNCIL ANN FORREST:** No report.

**DIRECTOR OF FINANCE KATHY KAUFMAN:**

Director of Finance Kaufman explained that suspension had been requested for Ord. 2024-79 and Ord. 2024-80. Ord. 2024-79 appropriates more money for income tax transfers. We are ahead right now on revenue, but if the trend continues we may end up being short. This ordinance also adds $15,000 for testing required at the old city landfill. Ord. 2024-80 reallocates funds from part-time wages in the Streets Department to contractual services. There was previously no part-time employee, but we now want to continue the services of a contracted part-time employee.

Director of Finance Report for the month ending: AUGUST 31, 2024

Total Receipts for the month: $5,345,058.94

Total Expenses for the month: $4,824,315.75

The General Fund unencumbered balance: $5,988,642.99

The income tax receipts for August 2024 were $869,937.14. The total annual decrease in income tax collections for August 2024 compared to August 2023 is $19,069.45. Year to date income tax receipts are up 4.51%.

The .25% portion of income tax receipts that was transferred into fund 215 for public streets for August 2024 is $108,288.84.

In August, the City received the second half real estate tax revenue check from the County. The amount deposited into General Fund was $484,545.69.

On Monday, September 9, 2024 Sewer Revenue will be certifying invoices more than 90 days past due to the County Auditor. The last day for customers to pay on these past due invoices was August 30, 2024. The assessments total $461,531.66. In addition, sidewalk and mowing assessments will be sent to the County on or before September 9, 2024.

The unexpended balance for all funds is **$401,159,907.47** which is the same as the bank balances for the same time period.

Councilmember Roessner moved to accept the August 31, 2024 financial report as presented, as well as the bank reconciliation emailed to Council ending August 31, 2024; Councilmember Thacker seconded. On a voice vote motion was approved 7-0.

**DIRECTOR OF LAW ZACHARY FOWLER**:

Director of Law Fowler stated that per Councilmember Hays’ committee report, an emergency clause had been requested for Ord. 2024-78 amending the firefighter’s civil service entrance and promotion requirements but had not been included. This would be corrected for the next meeting.

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**WRITTEN COMMUNICATIONS:**

Mayor’s Request for Legislation #24-42 – Appointment to the Thomas Conner Memorial Commission (Kade

Rowe)

*Referred to Personnel & Labor Relations Committee*

Finance Director’s Request for Legislation #F24-47 to amend the Budget Ordinance 23-94 to appropriate

additional funds into the General Fund Budget. ($209,000.00)

*On file in Clerk of Council’s office; legislation prepared under Ord. 2024-79.*

Finance Director’s Request for Legislation #F24-48 to amend the Budget Ordinance 23-94 to appropriate funds

into the General Administration and Streets Budgets ($15,000.00 + $19,200.00)

*On file in Clerk of Council’s office; legislation prepared under Ord. 2024-79 and Ord. 2024-80.*

**ORAL COMMUNICATIONS:** None.

**MOTIONS:** None.

**RESOLUTIONS:** None.

**ORDINANCES:**

**Ordinance 2024-70**, introduced by Kevin Roessner and read for the third time.

**A**N ORDINANCE amending the 2024 Budget Ordinance 23-94 to appropriate Ohio EMA grant funds into the

Police, Dispatch and Fire Budgets.

Councilmember Roessner moved for passage; Councilmember Hoernemann seconded.

Roll call vote was taken, and it was approved 7-0.

**Ordinance 2024-72**, introduced by Kevin Roessner and read for the second time.

AN ORDINANCE to amend Section 143.05 of the Codified Ordinances.

**Ordinance 2024-73**, introduced by Kevin Roessner and read for the second time.

AN ORDINANCE to amend Section 135.14 of the Codified Ordinances.

**Ordinance 2024-76**, introduced by Kevin Roessner and read for the second time.

AN ORDINANCE amending the 2024 Budget Ordinance 23-94 to appropriate funds into the Street Budget**.**

**Ordinance 2024-77**, introduced by Cheyane Thacker and read for the first time.

AN ORDINANCE authorizing and directing the City Administrator to prepare plans and specifications, advertise for and receive bids, recommend and execute a contract for the 2025 Street Paving Program, and declaring an emergency.

**Ordinance 2024-78**, introduced by John Hays and read for the first time.

AN ORDINANCE to amend the firefighter’s civil service entrance and promotion requirements by amending Sections 143.02 and 143.03 and Chapter 149 of the Codified Ordinances.

**Ordinance 2024-79**, introduced by Kevin Roessner and read for the first time.

AN ORDINANCE amending the 2024 Budget Ordinance 23-94 to appropriate funds into the General Fund Budget.

Councilmember Roessner moved for suspension of the three-reading rule and passage; Councilmember Snay seconded.

*Discussion: Councilmember Roessner noted that the Finance Director had explained that this ordinance covered two items: 1) an appropriation of $209,000 for income tax transfers for money needed for the end of the year, and 2) $15,000 for required testing at the old landfill.*

Roll call votes were taken on the suspension and passage, and both were approved 7-0.

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**Ordinance 2024-80**, introduced by Kevin Roessner and read for the first time.

AN ORDINANCE amending the 2024 Budget Ordinance 23-94 to transfer $19,200.00 within the Street Maintenance Fund, and declaring an emergency.

Councilmember Roessner moved for suspension of the three-reading rule and passage; Councilmember Hoernemann seconded.

*Discussion: Councilmember Roessner explained that per the Finance Director this was for a transfer of funds from part-time to contractual services.*

Roll call votes were taken on the suspension, emergency and passage, and each was approved 7-0.

**OTHER BUSINESS:**

As Chair of the Personnel & Labor Relations Committee, Councilmember Hays proposed having legislation prepared accepting Mayor’s Request for Legislation #24-42 for the reappointment of Kade Rowe to the Thomas Connor Memorial Commission. The other members of the committee unanimously concurred.

**ADJOURNMENT**: 7:20 p.m.

Respectfully submitted, Ann Forrest, Clerk of Council.

Approved this \_\_\_\_\_\_\_\_\_\_day of \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_­­­\_\_\_\_, 2024

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Presiding Officer of Council

Attest: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Clerk of Council